

## DEPUTY TREASURER I

**GRADE 20**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible skilled clerical work collecting and posting payments for various County revenues; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Receiving payments; recording receipts; issuing licenses and tags; posting to accounts; entering data; assisting the public.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides customer service; provides assistance and information related to County taxes, fees, procedures, forms, or other issues; responds to routine questions, researches problems and initiates problem resolution; assists customers in person, by telephone, or by mail; assists title searchers with inquiries relating to real estate taxes.
- Calculates total of customer tax bills; researches amount of delinquent taxes due; calculates penalties and interest.
- Collects payments for real estate property taxes, personal property taxes, business license fees, state income taxes, estimated tax payments, or other taxes/fees received in person or by mail; posts payments in computer to proper individual taxpayer accounts.
- Balances daily cash drawers; reconciles cash, checks, charges and receipts to edit report and updates report; prepares daily deposit of cash/checks; reconciles credit card reports and transmits data.
- Receives, verifies and processes transmittals of cash/checks from various county departments.
- Verifies and processes daily state income and estimated tax vouchers/payments received from Commissioner of Revenue's office, through mail and in person from taxpayers.
- Issues County licenses, vehicle registration, dog tags, or other items to customers; issues annual/supplemental County business licenses.
- Prepares daily Certificate of Deposit reports of state income taxes, state estimated taxes and sheriff fees collected for transfers to Treasurer of Virginia.
- Prepares or completes various forms, reports, correspondence, daily certificates of deposit, daily edit reports, receipts, or other documents.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of the methods and practices of accounting; some knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; some knowledge of modern business management and office practices; ability to perform mathematical computations with speed and accuracy; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some experience working as a cashier.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.